



# IDACS NEWS QUARTERLY

SPECIAL EDITION  
December 2004

## INSIDE THIS ISSUE:

Gun Registration	2
Enhancements	3
Detainer File	3
Master Query	4
Record Purges	5
Troubleshooting	6
AQ/AR (CHRI)	7

## On-Line Training

On September 7, 2004 at the quarterly IDACS Committee Meeting, a ruling was made that all IDACS testing will be held on-line starting January 1, 2005. **This deadline will be postponed until further notice.**

An upgrade to the Trainer software will provide a fix to some of the problems currently being experienced as well as enhance the quality of the testing on-line.

Every operator (including Mobile Data operators) will be required to maintain their certification testing on-line. At logon the operator will be notified of their certification levels and expiration dates.

Each operator (including MDD operators) that logs on to Omnixx, the desktop will provide the Trainer icon.

**Trainer icon**  
Upon a single

mouse click the Trainer icon will launch the On-line training system. An operator can search for available instructor led courses by clicking "classes" on the toolbar.

The operator can customize a search by narrowing the selected fields or generate a search of all classes.

General information on each available class will be provided in a list format. Clicking on the desired class will provide detailed information and /or the ability to enroll in the class.

The "Class Schedule" tab

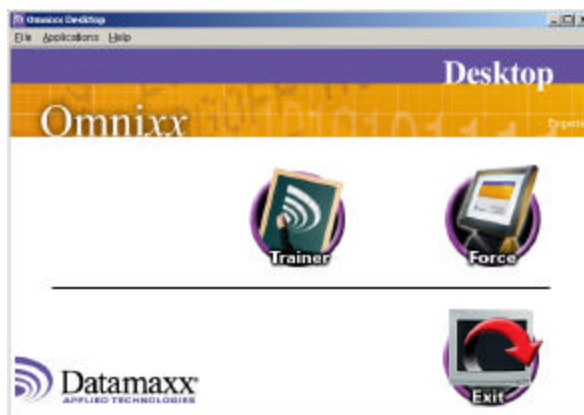
will provide the type of class the operator is enrolled to attend, along with date, time & location of each class.

**The January 1, 2005 deadline will be postponed until further notice.**

Each operator may withdraw from scheduled classes by clicking on the class and selecting Withdraw.

The "Certifications" tab will provide a list of authorized certification (s). An operator may choose to re-certify a certification by clicking the certification in the provided list. The outline for the certification will be provided for review. An operator may start the test by clicking "tests" on the toolbar. Click the desired test, and follow the prompts.

Good luck!



## Gun Registration/Purchase Information

Currently, Indiana Law does not require registration of firearms. Firearms registration is voluntary. If a citizen chooses to register his/her weapon, they must go to their local sheriff who will fill out an Indiana Gun Registration form and forward it to the State Police Firearms section. The Firearms section will enter the information in the database. **This database cannot be accessed via IDACS.**

If an individual wants a permit to carry a firearm, a request must be through their local law enforcement agency which then forwards the permit request to State Police Firearms section. **This information also cannot be accessed by IDACS.**

When a firearm purchase has been made, a purchase notification will be made by the dealer and sent to the Department of Alcohol, Tobacco, and Firearms (ATF).

To obtain information after hours a trace request can be sent by fax, mail or telephone to:

The National Tracing Center,  
882 TJ Jackson Dr.  
Falling Waters, West Virginia  
25419. Paper trace submissions including "Urgent Traces" can be faxed to (800)

Trace forms may be obtained via the internet at [www.atf.treas.gov](http://www.atf.treas.gov) or by calling (800) 788-7133 or (304) 274-4100

or contact your local ATF office.



This information cannot be accessed via IDACS.

## Plate Registration by OLN (LQOLN)

The LQOLN inquiry is designed to return all the plate numbers assigned to a BMV Registration Number (OLN). Registration numbers (OLN) are a person's SOC with "S" for the Federal Tax ID Number and/or "A" for All. A response will include the registered owners name, the SOC, and all plates registered to the SOC or Federal Tax ID Number.

If more than 15 plates are currently under the registration number inquired upon, a note will appear at the bottom that more OLN's are available. If this response is received contact the Data Operations Center for assistance in obtaining the remainder of the file. Below is an example of a return:

<SUM>LQ: TOMTESTER, FOR, NEWSLETTER, IN, S300608080</SUM>

BMV SOC REGISTRATION RESPONSE

OWN/TOM & TINA TESTER S300608080

LIC/6BU1071 LIY/03 LIT/PC LIC/6AC7335 LIY/02 LIT/PC

OWN/TOM L TESTER S300608080

## IDACS OMNIXX ENHANCEMENTS

IDACS is excited to announce that an upgrade for Omnixx Force and Trainer is in the works. Development is scheduled to begin in early January, with completion and cutover of the new version by early February 2005. Prior to the implementation date, an Install CD will be created and distributed to most IDACS Terminal Agencies. Along with instructions, the Agency's Technician will be able to pre-load the new version. It is recommended that your technician be put on notice that this install will need to be completed ahead of the cutover date. When the cutover date has been confirmed, IDACS will send out an Administrative Message (AM) to all agencies. On the day of cutover, the user will be able to close Omnixx and re-launch the application from a different desktop ICON. After the application server downloads a small file for the new desktop, Omnixx Version 2.3 will be up and running.



Several changes are being made to the local log files which should correct the "dinging bell", "collecting information" and "disappearing log" problems. A "view" button will be added to "Alarm" pop-ups like the IDACS or NCIC Hit Box, that will allow the users to click view and display the message without having to navigate back to the message window. A new feature of "Insert Date Strings" will be added, which for example, instead of typing today's date, the user can right click in the date field and a display box will allow you to click on the date format for the current date which will then populate the field. A new feature "QuickKey" will allow the user to assign keyboard shortcuts or command to a function key. Similarly, another new feature "Macro Wizard" will allow the user to associate a particular query with what is typed in the command line.

These, and several other enhancements, plus the fixes, are what has IDACS staff excited about

## Detainer File

Your agency has a person arrested on local charges and the subject is also wanted by another agency. IDACS/NCIC require that a wanted person that has been Located be cleared from their systems. How can a person that is arrested and incarcerated remain in IDACS/NCIC so that the agency that is holding the subject will know that there is an active warrant on the subject still pending?



Appending a detainer will allow the record to remain in NCIC/IDACS until extradition can occur.

Detainer information may only be appended to a NCIC Wanted Person File records in a Located status. When an inquiring agency receives a positive response, confirms that the subject is identical, the warrant is outstanding, and extradition is authorized, it must perform a Locate transaction to place the record in a Located status. If the Locating agency intends to hold the individual on local charges, the Locate transaction should indicate detention by placing DETN in the Extradition (EXT) Field. The agency of the record should append any detainer information to its record within 5 days of the Locate transaction.

## Master Query

The Master Query screen is under IDACS in the Forms Menu. This screen was designed as a “traffic stop” screen. It allows the operator to run several pieces of information in one inquiry. There are some limitations with this screen. “Related Search Hits”, (Entries made with same ORI and OCA) are not processed with this screen. Title information **cannot** be obtained from this screen. Only one state at a time can be inquired upon. To properly program for all combinations, extra responses will occur with several combinations.

The following list will show data received according to data input:

1. **NAM, DOB** should retrieve: IDACS/NCIC hotfiles, BMV (or NLETS) drivers’ response.
2. **LIC, LIY, LIT** should retrieve: IDACS/NCIC hotfiles, BMV (or NLETS) registration response.
3. **VIN, VMA, VYR** should retrieve: IDACS/NCIC hotfiles, BMV (or NLETS) registration response.  
NOTE: NO Title response. The LQVIN form should be used.
4. **LIC, LIY, LIT, VIN, VMA, VYR** should retrieve: IDACS/NCIC hotfiles, BMV (or NLETS) registration responses. NOTE: BMV responses on LIC only , cross checks by VIN.
5. **LIC, LIY, LIT, NAM, OLN** should retrieve: IDACS/NCIC hotfiles, BMV (or NLETS) registration response, and BMV (or NLETS) drivers’ response.
6. **NAM, OLN** should retrieve: IDACS/NCIC hotfiles, BMV (or NLETS) drivers’ response, and BMV (or NLETS) registration response.
7. **LIC, LIY, LIT, VIN, VMA, VYR, NAM, DOB, SEX** should retrieve: IDACS/NCIC hotfiles, BMV (or NLETS) drivers’ response, and BMV (or NLETS) registration response.
8. **LIC, LIY, LIT, VIN, VMA, VYR, NAM, DOB, SEX, OLN** should retrieve: IDACS/NCIC hotfiles, BMV (or NLETS) drivers’ response, and BMV (or NLETS) registrations response.  
NOTE: NO registration by OLN should be expected.
9. **VIN, VMA, VYR, NAM, DOB, SEX** should retrieve: IDACS/NCIC hotfiles, BMV (or NLETS) drivers’ response, and BMV (or NLETS) registration response.
10. **VIN, VMA, VYR, NAM, OLN** should retrieve: IDACS/NCIC hotfiles, BMV (or NLETS) drivers’ response, and BMV (or NLETS) registration response.
11. **NAM, DOB, SEX, OLN** should retrieve: IDACS/NCIC hotfiles, BMV (or NLETS) drivers’ response, and BMV registration by SOC response.
12. **NAM, SOC** should retrieve: IDACS/NCIC hotfiles, BMV (or NLETS) drivers’ response.
13. **NAM, DOB, SEX, OLN, SOC** should retrieve: IDACS/NCIC hotfiles, BMV (or NLETS) drivers’ response, and BMV registrations by SOC response.
14. **One Article and one Gun inquiry** may be added to any combination and will produce an IDACS/NCIC hotfiles check.

## RNQ Confusion

Many agencies continue to submit Registration Queries By Name and DOB (RNQ) expecting an automated response from Omnixx. The RNQ form is **not** automated. All RNQ requests are forwarded to SP Data Operations Center for manual processing.

The confusion exists because SP Data Operations does not have an alternate means of retrieving registered vehicle information. If an agency has a subject's Social Security number on file, they can obtain the exact information available to SP Data Operations Center by using the Plates by SOC in OLN (LQ OLN) form. If the subject's Social Security number is not listed on their Driver's Record then SP Data Operations will not be able to obtain ANY registered vehicle

information.

Please submit all RNQ inquiries to states outside of Indiana, as you will likely receive the following response from SP Data Operations:

**\*\*BE ADVISED THAT WHEN YOUR AGENCY HAS THE SOCIAL SECURITY NUMBER OF A SUBJECT AVAILABLE ON THE DRIVERS LICENSE IT IS UNNECESSARY TO SEND US AN RNQ INQUIRY. YOUR AGENCY CAN OBTAIN THE INFORMATION WITHOUT OUR ASSISTANCE BY USING THE PLATES BY SOC IN OLN (LQ OLN) FORM LOCATED UNDER BMV FUNCTIONS/REGISTRATION QUERIES. THE RNQ FORM IS NOT AUTOMATED\*\***

**\*\*NOTE: IF THE SOC REGIS-**

**TRATION RETURN STATES, NOT ON FILE OLN/123456789, SP DATA OPERATIONS WILL NOT BE ABLE TO ASSIST IN LOCATING VEHICLES REGISTERED TO THE SUBJECT. THE DATA AVAILABLE TO YOUR AGENCY IS THE EXACT DATA AVAILABLE TO SP DATA OPERATIONS; THERE IS NO ALTERNATE MEANS**



*I'm not getting a response!*

## Q and A: Non-Validation Record Purge

Q. On or about the 20<sup>th</sup> of the current month the next month's records to be validated are released. I printed all of the records to be validated and then validated them. When the purge for non-validation of record(s) was released, I had three (3) records purged. Why?

A. There a couple of possible reasons for the purge.

- a) The record was purged do a system problem (in this case notify IDACS immediately)
- b) The record was simply not validated (this is the reason for 99%

of the records being purged)

Q. How do I know there are still records to be validated?



A. On or about the 25<sup>th</sup> of the current month, make an inquiry into the Validation file using the

Message Key of "QVAL", this will tell you if there are any records left to validate. If there are records to be validated, retrieve the records, and after checking the supporting documentation, clear/cancel or

validate them before midnight on the last day of the current month.

Agencies that validate records for other agencies need to make sure their records have been validated also.

**NOTE:** With the new system there should not be any records purged due to non-validation.

## Omnixx Login Troubleshooting Tips and Tricks

Listed below are a few very common problems associated with logging into Omnixx. Please read through and perform the relevant steps these tips provide prior to contacting SP Data Operations.

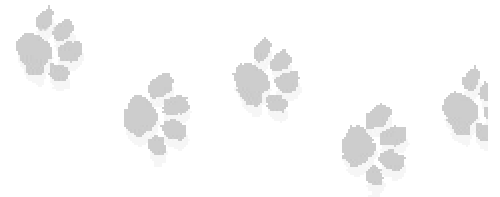
### **Omnixx allows me to log into Force, but gets hung up when the window says "Collecting Information, please wait"**

-Your Omnixx Logs have become corrupted. You will need to rename your **LOGS** folder. To rename your logs folder follow the below listed steps.

1. Close down Omnixx completely and minimize any other programs running on your computer.
2. Click on the **My Computer** icon on your Windows desktop and open it.
3. Locate the icon labeled **Local Disk (C:)** and open it.
4. Locate the folder labeled **Omnixx** and open it.
5. Locate the folder labeled **OmnixxForce** and open it.
6. Locate the folder labeled **LOGS**. Do not open this folder.
7. Place your cursor over the **LOGS** folder and press the right mouse button.
8. Select **Rename** from the popup list.
9. Rename the **LOGS** folder to Bad Logs and the current date. (i.e. Bad Logs 01012005) and press the Enter Key.
10. Confirm that there is no longer a folder labeled LOGS.
11. Launch Omnixx.

### **My computer does not have a My Computer icon. How can I rename my LOGS folder?**

1. Click on the **Start** button in the lower left hand corner of your screen.
2. Scroll up to **Search**.
3. Click on search **For Files or Folders**.
4. Perform a search for a folder labeled **OmnixxForce**.
5. Continue with the above steps starting at number 5.



### **I've logged into Omnixx, but there is no Force Icon for me to click on.**

- You are not logged into Omnixx correctly. It is likely that either the agency or the validation codes are entered incorrectly. To check these codes perform the following steps:

1. Close down Omnixx completely.
2. Open the Omnixx Login Screen.
3. Locate the text on the right side of the login screen that says "Click Here For More Details. Click."
4. Fields for Agency, Validation and Path will appear below the password field.
5. Confirm that your agency code is IN. Your agency code will be IN regardless of which law enforcement agency you work for.
6. Check that your Validation code is the correct 8 character Validation code for that particular terminal.
7. Confirm that all text has been capitalized and that there are no unnecessary spaces.
8. Attempt to log into Omnixx again.

### **Omnixx will not start. The screen says Unable to Launch, Unable to Load Page or Page Cannot Be Displayed.**

- There is no single source for these three similar problems, but the initial steps to resolve them are the same:

1. Access the **Internet Options** window through the Windows **Control Panel**.
2. Clear your **Temporary Internet Files** and **Delete Cookies**.
3. Shutdown Windows by clicking on the **Start** button.
4. Attempt to log into Omnixx once Windows has finished rebooting entirely.
5. If the problem persists, contact your Computer Support specialist for your department to rule out any potential



## NCIC Audit 2005

In April of 2005 the NCIC Audit Staff will land in Indiana. Some of the things they may look at are the Sex Offender File, the Protection Order File, and up-to-date agency network diagrams. FBI CJIS Security Policy requires all agencies with IDACS/NCIC connectivity to have a diagram on file showing security of that connection.

Agencies should provide a **fairly detailed** diagram of their network. The diagram must show each workstation connected to the network, including those not having IDACS authority. Identify each terminal by the Omnixx Validation Code or

some other unique terminal identification and location. The diagram must be submitted electronically, with a very strong preference for **Microsoft Visio Format**.

The diagram can be sent by e-mail to [idacs@isp.state.in.us](mailto:idacs@isp.state.in.us), attention IDACS System Coordinator. It should be noted that ISP IDACS will not give approval or disapproval to an agency's design or any substantiating documentation, such as network diagram. Although the ISP has some oversight responsibility,



ISP staff associates are not and cannot be experts in an individual agency's unique implementation. As time permits, the ISP may review an agency's proposal and assist in identifying potential weaknesses. Please understand such a review is not mandatory.

If you have questions about this policy, or diagram, please consult the CJIS Security Policy under "Help" on the Omnixx Force toolbar. Sample diagrams can be found in the CJIS Security Policy, Appendix C, or upon request. Program Director I Andre' Clark and System Coordinator Mike Dearing are available for questions, 317-232-8292.

## AQ (CHRI Additional Information Inquiry) AR (CHRI Additional Reply)

The purpose of an "AQ" is to request supplemental or other information not available through the normal IQ or FQ queries. This includes requests for mailed records, photos, fingerprint cards, dispositions, special handling of the inquiry, inquiry when only a partial DOB is known. This message may also be used to request information from a local agency.

When a CHRI Additional Information Inquiry is received, the inquiry must contain the letters "AQ". If the letters "AM" ap-

pear, the requesting agency did not use the correct AQ format as required. When this occurs, the receiving agency must NOT reply with the CHRI data. Instead, a message should be forwarded back to the requesting agency advising them that a CHRI response will not be sent until the AQ format is used for the inquiry.

When a response is sent back to an agency, the response must contain the letters "AR" for

CHRI Additional Reply. If the letters "AM" appear, the responding agency did not use the correct "AR" format. For further information consult the IDACS lesson plans.



Indiana State Police  
IDACS Section  
IGCN 100 N. Senate Ave.  
Indianapolis, IN 46204-2259

Phone: 317-232-8292  
Fax: 317-233-3057  
Email: idacs@isp.state.in.us

[WWW.IN.GOV/ISP/IDACS](http://WWW.IN.GOV/ISP/IDACS)



*Happy Holidays from the IDACS Staff.*

### **IDACS Staff**

#### **IDACS System Coordinator**

Michael Dearing

#### **Program Director**

Andre' Clark

#### **Administration**

Holly White (Working Leader)  
Sara Bloemker

#### **IDACS Training**

Kelly Dignin  
Vivian Nowaczewski  
Troy Scott

#### **IDACS Security**

Sgt. John Clawson  
Sgt. John Richards



### **Data Operations Center Staff**

#### **Supervisor**

Carrie Hampton

#### **Day Shift (0700-1500)**

Ala Munn  
Lajuan Harris  
Brian Thayer (Working  
Leader)

#### **Evening Shift (1500-2300)**

Patsity Epps (acting Work-  
ing Leader)  
Sherif (Leldo Ba) Lee

#### **Night Shift (2300-0700)**

Wayne Swift  
Fred M Kline

